BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, February 18, 2020
5:30 p.m.

William C. Wetzel Reading Room
205 E. Olive Street, Bloomington, IL 61701

Minutes

I. Call to Order
President Westerhout called the meeting to order at 5:30 p.m.

II. Roll Call

Trustees Present:	John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout
Trustees Absent:	Alicia Whitworth
Others Present:	Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow

III. Introduction of Public
There were no public present.

IV. Public Comment
There were no public comments.

V. President's Report
President Westerhout reported on the ILA Legislative Breakfast, that he, Jeanne Hamilton, and Dianne Hollister attended last Friday.

A. Appoint Nominating Committee
President Westerhout appointed Matt Watchinski, Chair, Dianne Hollister, and John Argenziano as the Nominating Committee.

VI. Director's Report
Jeanne Hamilton reported that she attended a City Legislative Breakfast on February 1.
Jeanne shared that the new sorter is now in place and the efficiency has already increased with the new staff induction point feature. She went on to say that some of the bins are on back order, so the previous sorter's bins are being used for now.
Jeanne shared that a Request for Proposal was released for a new telephone system as the current one is no longer serviceable. The hope is to bring this to the Board next month.
Jeanne passed out information on an upcoming Trustee Forum being held in Springfield.
Jeanne stated that she had submitted 2019 accomplishments for the City's Year in Review, which she distributed for the Trustees to look at. She went on to say that at the Council Meeting last evening, Tim Gleason, City Manager was very complimentary of the accomplishments here at the Library and of her, saying that she did a great job and she is leading an innovative Library.

VII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, reported that both Revenues and Expenditures should be at 75% through the end of January. She went on to say that Revenues are better than 100% right now and Expenditures are at just a little over 70%. Kathy pointed out the quarterly Donations report includes generous donations from the Foundation.

VIII. Executive Session – Collective Negotiating Matters (5 ILCS 120/2(c)(2))

VAN MILLER MOVED, MATT WATCHINSKI SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS COLLECTIVE NEGOTIATION MATTERS (5 ILCS 120/2(c)(2)).

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout

Nayes: None

Absent: Alicia Whitworth

THE MOTION CARRIED UNANIMOUSLY.

The Board went into Executive Session at 5:40 p.m.

MATT WATCHINSKI MOVED, SUSAN MOHR SECONDED, TO RETURN TO REGULAR SESSION. THE MOTION CARRIED UNANIMOUSLY.

President Westerhout stated that no action was taken during Executive Session.

The Board resumed regular session at 5:55 p.m.

IX. Consent Agenda

A. Approve Minutes of January 21, 2020 Regular BPL Board Meeting
B. Approve Bills List of January 2020

MATT WATCHINSKI MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

X. Action Items

A. Approve Agreement with Engberg Anderson for Preliminary Design Services

Jeanne Hamilton shared that she has been impressed so far with Joe Huberty from Engberg Anderson. She worked to remove a few parts in the initial contract proposal that were going a bit deep into the process and made sure the contract explicity says that it is an “up to” amount rather than a “not to exceed” amount.

There was much discussion resulting in some suggestions for amendments and some requests for clarification.

SUSAN MOHR MOVED, JOHN ARGENZIANO SECONDED, TO APPROVE AGREEMENT WITH ENGBERG ANDERSON FOR PRELIMINARY DESIGN SERVICES FOR AN AMOUNT UP TO $69,400.00 INCLUDING THE CONTRACT AMENDMENTS AS DISCUSSED.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout

Nayes: None

Absent: Alicia Whitworth

THE MOTION CARRIED UNANIMOUSLY.

XI. Discussion Items

A. Discuss Library Expansion
There was some discussion on setting dates for the Workshops with Engberg Anderson, sooner rather than later.

B. Discuss Process for the Library Director's Annual Performance Review
Alicia Henry stated that Jeanne and Administrative Assistant, Amy, have been working on an electronic format for the Director's Review form, and she will be sending this out to the Trustees in the very near future. Along with this, the form for the Managers to fill out, will be sent to Gayle Tucker, HR Manager, who will distribute them to the Managers. She went on to say that she will send a reminder on March 10 about the reviews being due on March 19. Alicia stated that the submissions will be reviewed and tallied prior to the Budget & Personnel meeting on April 7 at 5:00 p.m. She went on to say that an Executive Session will be held at the April 21, Board Meeting to discuss the Budget & Personnel Committee's recommendation.
President Westerhout stated that after Jeanne's review is complete this year, the process will begin to revamp the Director's Tool.

C. Discuss scheduling 3P's meeting to review the vision statement
Susan Mohr and committee members agreed that April 14 at 5:30 p.m. would be a good time for the 3 P's Committee to meet to review the Vision Statement.
Jeanne stated that in the meantime, other library websites may be looked at for examples of Vision Statements.

XII. Comments from Board of Trustees
Dianne Hollister stated that she was impressed with Sara Engels, Adult Services Local History Librarian, when she attended the History Reads Book Club at McLean Co. Museum of History.
President Westerhout stated that someone contacted him to share that they were impressed with the sensitivity of Security Staff and how they handled a recent incident here at the library.
Alicia Henry thanked both Jeanne and Amy for their work on the new Google form for the Director's Tool.
Susan Mohr asked about the future tech/outreach vehicle. Jeanne shared the plan of how the van will be used. Susan also stated that she thought the Girls Who Code program sounded very cool.

XIII. Adjournment

VAN MILLER MOVED, DIANNE HOLLISTER SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Westerhout adjourned the meeting at 6:36 p.m.